

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE		CHAPTER <u>Health Services</u> STATEMENT NUMBER <u>6.08</u>
SUBJECT: SPU ADMISSION, ORIENTATION AND DISCHARGE PROCEDURES PROPONENT: <u>Robert MacLeod, Administrative Dir.</u> <i>Name/Title</i> <u>Medical/Forensic Services 271-3707</u> <i>Office Phone #</i>		EFFECTIVE DATE <u>02/15/06</u> REVIEW DATE <u>03/15/07</u> SUPERSEDES PPD# <u>6.08;7.44; 7.45 split; 7.33</u> DATED <u>04/15/04;01/1 5/02; 06/15/02 & 01/15/02</u>
ISSUING OFFICER: <u>William Wrenn, Commissioner</u>		DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.		

I. PURPOSE:

To establish an admission /orientation program to help residents adjust to a new environment, and feel comfortable during their stay at the Secure Psychiatric Unit and to establish discharge procedures for continuity of care.

II. APPLICABILITY:

To all residents and staff of the SECURE PSYCHIATRIC UNIT ONLY.

III. POLICY:

It is the policy of the Department of Corrections' Secure Psychiatric Unit that:

- A. An admission/orientation program for all newly arrived residents shall be conducted following their arrival. The Admission/Orientation Program shall include the following:
1. Ensure that all residents are properly identified and court papers are complete and accurate.
 2. A thorough search of individuals and possessions
 3. Properly record authorized resident property and remove any unauthorized property.
 4. Ensure that each resident is showered and has an issue of state clothing and toiletry items.
 5. A complete medical and health screening to include inquiry about past hospitalizations and treatment for psychiatric and medical conditions.
 6. Record personal data.
 7. Give residents a Manual for the Guidance of Residents and obtain written receipt thereof. If a literacy problem exists, staff will assist the resident in understanding the documents.
 8. Assign case number and ward.
 9. Explanation of mail and visiting procedures

10. Assist residents in notifying their next of kin/families of admission
11. Photographing and notation of identifying marks.
12. Ensure continuity of care from admission to discharge including referral to community care or transport to another receiving facility. In order to provide continuity of care, an authorization for release of information will be obtained from the resident to contact previous caregivers and to share information with community providers upon referral to them.

IV. PROCEDURE:

A. Admission procedures will include:

1. Upon arrival to and before acceptance at SPU, a registered nurse shall inspect the court order/paper work to determine that the individual is legally committed to SPU. (See PPD 1.14 for specifics on criteria for each category of admission). The nurse will inquire from the sending facility whether the resident has received care from any hospital or community mental health center.
2. All residents upon admission will be searched, and their belongings searched thoroughly for contraband. All items will be listed on a clothing sheet and kept on file in the Reception Room. The resident will retain a copy.
3. The property room officer will take care of all unauthorized items. They will be boxed and mailed to a relative or friend at the resident's expense. Arrangements to have the box picked up at SPU during operational hours can be made with the relative or friend. Items permitted at SPU will be kept in a secured locker in the Reception room. All excess property will be mailed out.
4. The nursing staff requires that all residents have to take a shower upon admission. At this time, residents will be supplied with a safety smock, soap, shampoo, comb, etc.
5. The property officer shall see that all residents are given a safety smock, which must be worn at all times, except for recreation or other authorized activities. Shoes and boots will be kept in a secured locker in the Reception Room. All residents will wear tennis sneakers and slippers. Footwear shall have no laces and must have Velcro straps or be a slip-on type.
6. The property officer will photograph all new residents. An index card will note identifying marks, and other unusual physical characteristics. This photograph and card will be kept on file in the Reception Room for future reference.
7. Upon admission to SPU a nurse shall see each new resident for a health and psychiatric assessment. (See related PPD 6.03 "Health Care Regulations" and 6.28 "Dental Care"). A psychiatrist or psychiatric nurse practitioner will examine the resident and a treatment plan will be initiated (See PPD 6.14). The psychiatrist, physician, physician's assistant or advanced registered nurse practitioner will inquire of the resident about past hospitalizations and treatment for psychiatrist and medical conditions.
8. SPU does not limit mail and/or visiting privileges, except as outlined in PPD 5.26, "Inmate Mail" and PPD 7.09, "Visiting Policy".
9. The social worker or registered nurse will offer the resident an Authorization for Release of Information form to sign so that information may be obtained. The resident may also be asked to sign an Authorization for release of information to a family member who may be able to offer more information regarding past hospitalization and treatment.
10. At the request of the resident, a member of the social work department shall assist the resident in contacting their next of kin to inform them of the resident's admission to SPU.
11. All residents receiving treatment and/or services at SPU are assigned a case number. The SPU Medical Records Department will issue this number as an efficient numbering and filing system for resident identification and record retrieval.
12. The SPU Treatment team will hold an initial treatment team meeting for all new residents within 24 hours of admission, excluding weekends and holidays. At this

meeting the resident will have the opportunity to meet with the treatment staff to include, but not limited to:

- a. Psychiatry
 - b. Psychology
 - c. Social services
 - d. Nursing
 - e. Recreation
 - f. Security
13. The social worker will meet with all new residents and gather a social history within 10 days of admission.
 14. The psychologist will meet with all new residents and gather psychological data and perform relevant psychological tests within 10 days of admission
 15. The master treatment plan meeting for all new residents will occur within 10 days of admission, excluding weekends and holidays. The treatment team will meet with the resident prior to the master treatment plan meeting to complete discipline specific assessments and to develop plans to address problem areas.
 16. All residents are placed on E Ward day area or the infirmary upon admission according to their clinical needs. They will remain here until the admitting psychiatrist or psychiatric ARNP has determined placement based on assessment.
- B. Upon physician order of discharge from SPU:
1. The social worker will prepare a discharge letter of the resident's stay in SPU that will be supervised by the patient's attending physician. This discharge letter is sent with the resident to the sending facility. The summary will outline the course of treatment, patient progress and medications to be taken and recommendations for follow-up care.
 2. A registered nurse will:
 - a. Assess the health record for suitability for travel
 - b. Complete the SPU Unit Release (Attachment 1) listing:
 - 1) Medications to be taken including dosage and amount
 - 2) Any other pertinent data or instructions to aid the transportation officers in observation and management or to aid the receiving facility in providing continuity of care.
 3. A reception officer will:
 - a. Deliver the bagged medications to the transportation officer
 - b. Present the release slip to the transportation officer, pointing out special instructions
 - c. Direct the transportation team to sign the release slip under section "signature of patient or responsible party".
 - d. Sign the release slip under "instructor and witness;
 - e. The Transportation Officer is given the yellow copy with instruction to keep for their own use/information or pass on to authorities at the receiving facility
 - f. Return the white copy to the registered nurse for physician signature and filing.
 4. Notification to resident of significant findings post discharge:
 - a. Clinical reports received after the attending physician or psychiatrist shall review the resident's discharge and clinically significant findings will be reported to the resident or guardian in a timely manner. Such follow-up shall be documented in the resident's record.
 - b. The attending physician or psychiatrist shall initial all reports received after the resident's discharge, indicating that the report has been reviewed and that appropriate follow-up has been initiated.
 - c. The follow-up shall generally be initiated within 24 hours of receipt of the report. Medical records personnel shall transcribe follow-up letters that are reviewed and have them signed by a physician or psychiatrist before sending.
 - d. The resident's record is used to document that follow-up was done either by filing

a copy of the notification letter in the abstract section of the record or by marking on the report itself a dated and signed entry indicating that the information was provided by phone or other means and to whom it was given.

- e. Release of the follow-up information is made only to the resident or their legally authorized representative unless an authorization for release of information form has been completed that consents to the provision of the information to a physician, jail or other health care facility, unless otherwise provided in the law.
- f. In addition to the preceding, reportable communicable disease results such as TB, HIV and STDS will be forwarded to the site infection control coordinator for follow-up with the appropriate public health agencies.

REFERENCES:

Standards for the Administration of Correctional Agencies

Second Edition. Standards

2-CO-4A-01

Standards for Adult Correctional Institutions

Fourth Edition Standards

Standards for Adult Community Residential Services

Fourth Edition Standards

Standards for Adult Probation and Parole Field Services

Third Edition. Standards

Other

PPD 1.14 Legal Assessment

6.03 Health Care Regulations

6.28 Dental Care

6.14 Treatment/Service Plan

5.26 Inmate Mail Service

7.09 Visiting Policy

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